

Message

**From:** Easley, Jackie [Easley.Jackie@epa.gov]  
**Sent:** 9/25/2018 10:14:01 PM  
**To:** Thomas, Deb [thomas.debrah@epa.gov]; Davis, Patrick [davis.patrick@epa.gov]; Garvey, Megan [garvey.megan@epa.gov]; Moon, Diane [Moon.Diane@epa.gov]; Perrin, Rebecca [Perrin.Rebecca@epa.gov]; Varilek, Kimberly [Varilek.Kimberly@epa.gov]; Basile, Alfred [Basile.Alfred@epa.gov]; Jenkins, Laura Flynn [Jenkins.Laura@epa.gov]  
**CC:** Portillos, Christine [Portillos.Christine@epa.gov]  
**Subject:** IMPORTANT FY19 Travel Information  
**Attachments:** TRAVEL PURPOSE CODES.pdf; FY19 - Instructions for Completing Your Travel Form.pdf

As you start preparing your FY19 travel, you will need to make sure to include the accounting label under **ADDITIONAL INFORMATION** field in the travel authorization form.

Below is a cheat sheet of which label to use depending on your travel. The Region will be using FY18 carryover money, so don't worry about the "18" listed on the title. Also, I've included the detailed instructions on filling out the travel authorization form and the travel purpose code definitions for your information:

Org Label: EPAR08RA	
Position:	Accounting Label: See below
RA/DRA/SAPE/SC (Doug Benevento/ Deb Thomas/ Patrick Davis/ Megan Garvey/ Diane Moon)	R8 RA General (ME8) - 100%
Lead Region Coordinator (Laura Jenkins)	R8 RA General (ME8) - 50%
	R8 RA Tribal (LD9) - 50%
Agriculture Advisor (Rebecca Perrin)	R8 RA AIR (A59) - 30%
	R8 RA DW (B53) - 10%
	R8 RA Pesticides (CJ2) - 30%
	R8 RA SW (BD4) - 30%
Energy Advisor (Megan Garvey)	R8 RA AIR (A59) - 50%
	R8 RA SW (BD4) - 50%
Tribal Advisor (Kim Varilek)	R8 RA Tribal (LD9) - 100%
Science Advisor (Al Basile)	

If you have any questions, please give me a call. Thanks! JRE

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Jackie Easley  
Program Analyst  
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